

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: WATER AND SEWAGE PLANT OPERATOR,
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION (SAFETY)

EXAM CODE: 6FS08

EXAM BASE: OPEN – NONPROMOTIONAL

DEPARTMENT: FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: SEPTEMBER 21, 2006

INTERVIEWS: NOVEMBER/DECEMBER 2006

The bulletin announcing the above examination has been amended.

The final filing date has been extended to September 21, 2006. The interviews are anticipated to be held during November/December 2006.

Please do not submit a new application if you have already applied for this examination.



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
EXAMINATION ANNOUNCEMENT
WATER AND SEWAGE PLANT OPERATOR,
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
(SAFETY)
OPEN – NONPROMOTIONAL



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
QD05-6191

6FS08

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.
HOW TO APPLY	Examination Application STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit , or in person at 1300 U Street, Sacramento, California.
FINAL FILING DATE	Applications must be postmarked no later than July 27, 2006 . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during October/November 2006 .
SALARY	\$5060
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by July 27, 2006, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as " Either " I, " Or " II, " Or " III, etc. For example, competitors possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

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**MINIMUM
QUALIFICATIONS
(Cont'd.)**

Possession of a valid State of California Wastewater and Water Treatment Plant Operator Certification issued by the State Water Resources Control Board (Grade I or Grade II) and State Department of Health Services (Grade 1 or Grade 2).

NOTE: YOU MUST SUBMIT COPIES OF YOUR STATE WATER RESOURCES CONTROL BOARD (GRADE I OR GRADE II) AND STATE DEPARTMENT OF HEALTH SERVICES (GRADE 1 OR GRADE 2 CERTIFICATES WITH YOUR EXAMINATION APPLICATION STD. 678.

(Applicants who are within six months of obtaining the required certification will be admitted to the examination but must secure and provide evidence of certification prior to appointment.)

**and
"Either" I**

Completion of a recognized apprenticeship for Stationary Engineers. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination but must provide evidence of completion prior to appointment.)

"Or" II

Experience: Four years of experience performing duties which may include the operation and maintenance of water and sewer systems; maintenance and repair of plumbing, boiler, heating, refrigeration, ventilation, laundry, and shop and power equipment of commercial, industrial, or institutional buildings, including the operation and maintenance of air conditioning systems involving the use of automatic controls; and repair of various mechanical equipment, in addition to performing minor building construction and maintenance.

and

Education: Completion of 670 hours of formalized technical instruction relating to Stationary Engineering in training offered by such established programs as: Job Corps; Skill Centers; ROP; Trades Schools; Military; and Joint Training Partnership Act. (An Associate of Arts or Certificate in Mechanical Electrical Technology, which must have included at least 12 semester units of instruction in heating, ventilation, and refrigeration systems involving the use of automatic controls, may be substituted for the 670 hours of technical instruction. Students who are within six months of completing their degree will be admitted to the examination, but they must provide evidence of completion prior to appointment.) (Two years of additional qualifying experience may be substituted for the required education.)

NOTE: IF YOU ARE APPLYING UNDER PATTERN I, YOU MUST SUBMIT A COPY OF YOUR RECOGNIZED APPRENTICESHIP FOR STATIONARY ENGINEERS CERTIFICATE OR PROOF OF EVIDENCE THAT YOU ARE WITHIN SIX MONTHS OF COMPLETING THE APPRENTICESHIP PROGRAM FOR STATIONARY ENGINEERS.

IF YOU ARE APPLYING UNDER PATTERN II, YOU MUST SUBMIT PROOF OF EVIDENCE FOR COMPLETION OF THE 670 HOURS OF FORMALIZED TECHNICAL INSTRUCTION FROM THE PROGRAM ATTENDED, AND/OR A COPY OF YOUR ASSOCIATE OF ARTS OR CERTIFICATE IN MECHANICAL ELECTRICAL TECHNOLOGY. LIST ALL COURSES (INCLUDING NAME(S) OF SCHOOL(S)/COLLEGE(S), SPECIFIC COURSE TITLE(S), HOURS/UNITS [SEMESTER OR QUARTER] AND COMPLETION DATES) ON THE EXAMINATION APPLICATION STD. 678. USE A SEPARATE PIECE OF PAPER, IF NECESSARY.

JOB CHARACTERISTICS

Positions in this class are in Department of Forestry and Fire Protection conservation camps which are located in remote, isolated areas of California that normally preclude using existing local municipal water or wastewater systems. Most camps have their own drinking water supply and treatment systems, along with on-site wastewater disposal systems that serve the inmate population as well as state staff. Assignments may include sole responsibility for the lead and instruction of inmates, wards, or resident workers and/or the protection of personal and real property.

Water/wastewater certificate requirements vary among camps. Specific camp needs will indicate which license is required.

**Water and Sewage Plant Operator,
Department of Forestry
and Fire Protection (Safety)
(Cont'd.)**

**SPECIAL PHYSICAL
CHARACTERISTICS**

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their co-workers, inmates or wards. Must be able to stand for long periods of time, bend, stoop, or stretch, as necessary, to successfully complete work assignments.

**SPECIAL PERSONAL
CHARACTERISTICS**

Persons appointed to positions in this class must be willing to work alone, as well as with others, under general and/or no direction; work weekends, holidays, split shifts, and be on duty 24 hours a day, as needed; wear job-required attire, including safety gear; and maintain proper personal hygiene and comply with Department of Forestry and Fire Protection grooming standards.

POSITION DESCRIPTION

Under general direction in a conservation camp in the Department of Forestry and Fire Protection, to perform a variety of skilled work in the operation, maintenance, and repair of a water/wastewater treatment plant, water, sewer, heating, boiler, air conditioning, plumbing, ventilating, lighting, carpentry, masonry, roofing, power, electrical, and other mechanical systems normally found in a state conservation camp facility; to work closely with region and headquarters facility planners, and various control agencies on facility maintenance problems and code requirements; to maintain order and supervise the conduct of inmates or wards; to instruct or lead inmates, wards, or resident workers in facilities maintenance while protecting and maintaining the safety of persons and property; and to do other related work.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

The department may utilize a structured interview format as conditions warrant.

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

A. Knowledge of:

1. Use and maintenance of water, sewage, and other mechanical systems and equipment used in the production of potable and non-potable water and wastewater treatment and discharge.
2. Principles of water and sewage treatment, and effluent disposal.
3. Principles of heating, air conditioning, power, refrigeration, pneumatic controls, and other mechanical or electrical equipment.
4. Methods, materials, and tools used in the operation, maintenance, and repair of water distribution systems, waste collection systems, and other mechanical systems and equipment.
5. Methods, tools, materials, and equipment used in the operation, maintenance, and repair of heating, lighting, ventilating, air conditioning, power, refrigeration, building electric and pneumatic controls, and other mechanical or electrical equipment.
6. State and federal health and safety practices.
7. Proper disposal of waste products.
8. Basic first-aid and job-site safety practices.
9. Plumbing, lighting, ventilating, building electric, carpentry, masonry, and roofing.
10. Voltage systems, including communication and fire alarm.
11. Boilers and auxiliary boiler room equipment used in hot water production and heating.

B. Skill to:

1. Communicate effectively at a level required for successful job performance.
2. Follow oral and written instructions.
3. Identify potential problems that may impact work performance and present solutions.
4. Troubleshoot ongoing maintenance issues and take appropriate action.
5. Calculate solutions to basic mathematical problems.
6. Evaluate and predict water and sewage flow needs, dose rates, and weather adjustments.

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**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)
(Cont'd.)**

C. Ability to:

1. Analyze situations accurately and take effective action.
2. Make and interpret chemical and physical laboratory tests and analyses.
3. Read, interpret, and work from plans, drawings, and specifications.
4. Prepare job-related reports and keep accurate records.
5. Properly install, operate, and make repairs to the various types of equipment associated with water treatment systems, water distribution systems, wastewater treatment, and mechanical and electrical equipment.
6. Properly utilize hazardous and toxic materials and/or cleaning products under the guidelines of Material Safety Data Sheets (MSDS).
7. Assume sole responsibility to lead and instruct inmates, wards, or resident workers engaged in operating water and sewage treatment plants and facilities maintenance.
8. Maintain cooperative relations.
9. Understand and employ good safety practices.
10. Adjust to major process changes and emergencies.
11. Initiate needed improvements to facilities.

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Forestry and Fire Protection.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)